

Policy on Full-time Faculty Travel Expenses for HUNS, 2012-2013

The Dean's travel budget for the academic year 2012-2013 will be increased slightly from last year.

- The total budget allocated for faculty travel to conferences from the Dean's office will be \$75,000 for 2012-2013.
- Those tenure and tenure-track faculty requests that are submitted by Wednesday, October 31, 2012 can expect to be covered by the Office of the Dean on a first come-first serve basis. Requests that are submitted by a second deadline of Thursday, February 28, 2013 will also be funded on a first come-first serve basis until the budget limit has been reached. It is unlikely that there will be funds remaining in the Office of the Dean after the February deadline.
- Requests will be funded up to \$1,500 per trip.
- Requests from Distinguished Professors who have funds in their expense accounts will not normally be funded.
- Tenure-track faculty will be funded for two conference trips.
- Tenured faculty will be funded for travel up to a total of \$1,500.
- Full-time adjunct faculty are also eligible for travel expenses, depending upon availability of funding.
- Funding priorities are listed in the College Faculty Handbook as well as on the application form.
- Receipts must be received by the dean's office within 60 days of purchase to ensure re-funds.

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1 August 2012